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NAVY SUPPLY CORPS SCHOOL
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NAVSCSCOL INSTRUCTION 5100.3C

Subj: NAVY SUPPLY CORPS SCHOOL OCCUPATIONAL SAFETY AND HEALTH
PROGRAM MANUAL

Ref: (a) OPNAVINST 5100.8G
(b) OPNAVINST 5100.23D
(c) CNETINST 5100.2DE
(d) OPNAVINST 5100.12F
(e) OPNAVINST 5100.25A

1. Purpose. To promulgate policy and establish procedures for the implementation and administration of the Navy Occupational Safety and Health (NAVOSH) program within the Navy Supply Corps School (NSCS).

2. Cancellation. NSCSINST 5100.3B

3. Background. Reference (a) assigns responsibilities for the Navy Safety Program which includes NAVOSH as a major program element. Reference (b) defines and implements the NAVOSH program for ashore commands. Reference (c) promulgates Chief of Naval Education and Training affirmation of the NAVOSH program and procedures for implementation by NAVEDTRACOM activities. Reference (d) implements the Navy Traffic Safety Program. Reference (e) is the Navy Recreation and Home Safety Program guide.

4. Scope:

a. This manual applies to all civilian and military personnel assigned to NSCS including tenant commands as well as dependents and visitors to NSCS.

b. The Navy Occupational and Health Program delineated herein serves only to establish minimum requirements for safety relative to functions of this command.

c. Should the requirements stated in this manual differ with requirements of higher command directives, other command directives, or tenant command requirements, the more stringent requirement will govern in all cases.

5. Action. Command personnel will actively support the safety program and will comply with NAVOSH standards, rules, regulations, and orders in accordance with references (a) through (f) and this instruction.

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6. Responsibilities:

a. Department Heads, branch managers, supervisors, and staff are responsible for enforcing the provisions of this instruction as applicable to assigned areas of responsibility.

b. Specific responsibilities and guidance are contained in Chapter One and elsewhere in this instruction, as appropriate, to ensure an effective and responsive safety program.

7. Review. The Safety Officer is responsible for the annual review of this instruction.



J. D. McCARTHY

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CHAPTER ONE: ORGANIZATION AND ADMINISTRATION

101. Introduction and Purpose

a. The Secretary of the Navy has directed implementation of the Occupational Safety and Health Act and through the office of the Chief of Naval Operations has established the Navy Occupational Safety and Health (NAVOSH) program.

102. Authority. This manual complies with the implementation procedures and requirements of the Navy Occupational Safety and Health program promulgated by references (b) through (e).

103. Organization. The Safety Officer is a special assistant assigned to the Navy Supply Corps School (NSCS) staff and reports to the Commanding Officer on safety matters. The Safety Officer is assigned responsibility for administering the NSCS safety program which includes mishap prevention and control, safety education and promotion, and mishap investigation, analysis, and reporting. Department heads, staff, and tenant commands will ordinarily coordinate all safety related matters with the Safety Officer.

104. Responsibilities. The Commanding Officer has overall responsibility for all aspects of command safety including the Occupational Safety and Health program. Responsibilities at other levels of the command are:

a. Safety Officer. Responsible for the development, administration, coordination, and evaluation of the safety program. Duties include but are not limited to:

(1) Acting as a consultant to the Commanding Officer, department heads, councils, committees, supervisors, and other personnel for safety and occupational health matters.

(2) Developing a comprehensive mishap prevention program.

(3) Investigating mishaps, analyzing mishap reports, and monitoring corrective measures.

(4) Developing and coordinating safety training.

(5) Preparing reports required by higher authorities.

(6) Conducting inspections to ensure compliance with NAVOSH standards.

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(7) Taking immediate action to stop an operation or practice which poses imminent danger of injury to personnel or damage to equipment, material, or facilities. Should this authority be exercised, the immediate supervisor, department head, and executive officer shall be notified immediately.

(8) Interpreting safety and health regulations and providing liaison with area safety managers, federal, state, and local agencies having parallel interests.

(9) Maintaining comprehensive files as required.

b. Department heads and staff will:

(1) Ensure compliance with all NSCS and other applicable safety regulations within their area of responsibility.

(2) Ensure prompt reporting of all observed safety deficiencies, mishaps, injuries, and near mishaps.

(3) Promote and strengthen the overall safety program through all levels of supervision by establishing procedures for training and administering the department safety program.

c. Supervisors. Supervisors are directly responsible for the on-the-job practices, methods, and conditions within the confines of this command. They shall familiarize themselves with the provisions of this manual and shall not alter nor waive any safety effort, nor any safety regulation promulgated by higher authority, nor permit the violation of regulations by any individual under their cognizance or within their area of operations. They shall act positively to eliminate any potential mishap hazards within their areas of responsibility and shall be free to advise personnel in other areas of operations, when considered in the best interest of safety. Every supervisor will:

(1) Establish, by example, and explain to all personnel under their immediate supervision, the standard safety regulations, industrial hygiene safeguards, and precautions which are applicable.

(2) Consult technical publications and/or safety directives and obtain assistance from the Safety Officer when required.

(3) Plan work assignments with full regard for the protective equipment, clothing, and safeguards required, and ensure that regulations are vigorously observed.

(4) Immediately report observed safety hazards not under their jurisdiction to their superior and/or Safety Officer.

(5) Maintain a high standard of good housekeeping within assigned areas. Prevent blocking of safety exits, aisles, and accesses to fire-fighting or other safety equipment.

(6) Challenge the identity and purpose of all persons entering or approaching work areas where protective equipment, clothing, or other precaution is required.

(7) Permit only the proper use of authorized machinery and tools for operations and ensure they are cleaned and stowed when not in use.

(8) Make every effort to ensure that only those personnel who are physically and mentally fit are employed in any activity involving a hazardous evolution.

(9) Immediately obtain medical assistance for personnel incurring injuries from mishaps and conduct initial investigation of mishaps.

(10) Regularly review work procedures and take corrective action to ensure personnel exposure to hazards are minimized.

(11) Conduct and document monthly safety training with all personnel under their charge.

d. Employees. All employees are responsible for knowing, understanding, and complying with safety precautions applicable to assigned work and work areas. Additionally, personnel will:

(1) Report to work rested and prepared for the task at hand.

(2) Report to their supervisor or the Safety Officer any unsafe conditions, developing hazards, or materials which may be considered unsafe.

(3) Alert other personnel who may be endangered by known, suspected, or developing hazards.

(4) Report to their supervisor any mishap, injury, or indication of illness which occurs in the course of work.

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(5) Ensure the use of personal protective equipment of the type required, approved, and supplied.

(6) Ensure personal clothing, hairstyles, beards, jewelry, and other personal items do not subject personnel to hazards in the vicinity of machinery and equipment or impair the use of personal protective equipment.

105. Violations. Non-adherence to safety rules, regulations, and lawful requirements by military or civilian personnel may result in disciplinary or other administrative action.

106. Safety Council. The safety council will be chaired by the Commanding Officer and will meet on a quarterly basis. The basic function of the council is to create and maintain an active interest in occupational safety and health, to act as a conduit of communication between the Commanding Officer and the work area employees for safety and health matters, and to provide assistance to the Commanding Officer, including proposing policy and program objectives. Membership shall be as described in Appendix A.

107. Safety Training Requirements and Procedures.

a. Adherence to safe occupational work practices may be accomplished only when personnel are adequately trained and motivated. The Safety Training Program is under the cognizance of the Safety Officer.

b. Requirements and Procedures.

(1) Management Personnel. Management personnel shall receive sufficient OSH training to enable them to actively and effectively support OSH programs in their specific areas of responsibility. In addition to coverage of appropriate statutes, regulations, and applicable NAVOSH standards, management level training shall include:

(a) An examination of management's responsibilities in relation to the NAVOSH program. Training topics may include an analysis of compliance procedures, the study of current accident and injury reporting procedures, and an understanding of investigation/inspection techniques.

(b) A comprehensive examination and analysis of the program's goals and objectives, which include a reduction of personnel exposure to hazards, and an increased degree of OSH awareness through effective training.

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(2) Supervisors. Supervisory personnel shall receive one hour initial OSH training within 120 days of their appointment and one hour annual refresher training thereafter. The purpose of the training is to enable supervisors to recognize unsafe and unhealthy working conditions and practices in the workplace. Training shall also include the development of skills necessary for supervisors to train and motivate subordinates in the development of safe and healthful work practices. Additionally, training shall focus on mishap prevention, enforcement of NAVOSH standards, accident investigation, the use and maintenance of personal protective equipment, and hazardous material control and management. The training will be conducted or arranged by the Safety Officer.

(3) Non-Supervisory Personnel. Non-Supervisory personnel shall receive one hour initial OSH training upon job assignment or reassignment, and one hour annual refresher training thereafter. The training will include a review of local OSH policies, the individual's responsibility for safety and health, employee reporting procedures for hazards, an evaluation of hazards common to the individual's work site or task, and the specific hazards of chemicals/materials used in the workplace. The training will be conducted by the workplace supervisor. Additionally, general safety and occupational health training will be conducted by supervisors on a monthly basis on topics such as smoking, stress, home and recreational safety, and vehicle safety.

(4) Specialized training. Specialized training will be arranged by the Safety Officer on a case by case basis as required. Examples of specialized training are Cardiopulmonary Resuscitation (CPR), respirator, hearing conservation, sight conservation, and first aid training.

c. Reporting. A report of all training conducted will be made to the Safety Officer. At a minimum the report will include the type of training, date conducted, and the attendees name, organization, job title, and signature.

108. Reporting Hazardous Conditions.

a. Detection of unsafe and unhealthy working conditions at the earliest possible time and the prompt correction of the related hazard at the lowest possible working level are essential elements of mishap prevention. Every employee has not only the right, but also a duty, to report hazardous conditions and practices.

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b. Verbal and Written Hazard Reports.

(1) All employees are encouraged to orally report unsafe or unhealthy working conditions to their immediate supervisor who will promptly investigate the situation and take appropriate corrective actions. Supervisors will contact the Safety Officer for assistance as necessary. Supervisors will keep the reporting employee informed of all actions taken.

(2) Any employee may submit a written report of an unsafe or unhealthy working condition directly to the Safety Officer. NSCS form 5102/ can be used for this purpose. Employees who wish to remain anonymous shall so indicate on the form.

(3) Upon receipt of a hazard report, the Safety Officer will contact the originator, if possible, to acknowledge receipt and discuss the seriousness of the reported hazard. The Safety Officer will advise the cognizant supervisor that a hazard has been reported.

(4) The Safety Officer will investigate all reports brought to his attention. Alleged imminent danger situations (a situation that immediately threatens the loss of life or serious injury) will be investigated immediately. Other reports will be investigated within three days.

(5) The Safety Officer will provide an interim or complete response in writing to the originator, if possible, within 10 working days of receipt of the report. If the investigation validates the reported hazard, the complete response will indicate a summary of actions taken for abatement. If no significant hazard is found to exist, the reply shall include the basis for that determination.

(6) If the originator of a report is dissatisfied with the determination of the reported unsafe or unhealthy condition or practice, an appeal of the findings may be submitted in accordance with procedures contained in reference (b), chapter 10.

(7) In all cases where personnel are exposed to an unsafe or unhealthy working condition, verified by the Safety Officer as being a serious hazard, a notice of the unsafe or unhealthy working condition shall be posted in the immediate vicinity of the hazard. The NAVOSH Deficiency Notice, OPNAV Form 5100/12, may be utilized. The notice shall not be removed until the condition has been corrected. The Safety Officer shall verify corrective actions.

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(8) Civilian employees may submit complaints directly to the Department of Labor (OSHA). However, civilian employees are encouraged to use the Navy in-house procedure as the most expeditious to achieve abatement.

c. Reprisal/Punitive Action. Any reprisal or other punitive action against a person submitting or originating a suspected hazard report is expressly prohibited. Any employee who feels victimized by such actions shall report all facts concerning the incident to the Safety Officer.

109. Mishap Investigation, Reporting, and Recordskeeping.

a. Mishaps that result in damage to Navy facilities and equipment and/or injuries and occupational illnesses among Navy employees seriously degrade readiness and waste money. Comprehensive investigations of such mishaps and accurate recordskeeping are essential. Mishap investigations to determine "how and why" the event occurred are necessary to prevent future occurrences. Accurate records are necessary to recognize trends and to assess the effectiveness of the safety program. Additionally, certain records are necessary to comply with higher authority recordskeeping and reporting requirements.

b. Procedures that apply to all Navy mishap investigation, reporting, and recordskeeping requirements are contained in reference (f). The following broad areas are within the scope of reference (f):

(1) Accidental injuries and occupational illnesses of:

(a) Navy military personnel (both on and off duty).

(b) Navy civilian employees when resulting from the course of their employment.

(2) Accidental damage to government material, property, or equipment.

(3) Motor vehicle mishaps.

(4) Identification of hazardous conditions that may cause damage, injury, or occupational illness.

c. All mishaps and near mishaps shall be investigated by the immediate supervisor of the personnel involved. A report of the investigation shall be forwarded to the Safety Officer within two working days via the cognizant department head.

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d. All lost time injuries (an injury or illness which results in one or more lost workdays) will be investigated by an informal board composed of the cognizant supervisor, the Safety Officer, and a senior management official from outside the department concerned. The findings of this board will be forwarded to the Commanding Officer.

e. Any occupational injury or illness, where an employee receives medical treatment, regardless of time lost, is recordable. The Medical Officer will forward reports of this type of injury or illness to the Safety Officer within two working days.

f. Any motor vehicle mishap (involving either private or government owned vehicles) occurring within the confines of this command will be reported to the Safety Officer via the Security Officer. Any reportable motor vehicle accident (i.e. involving a government vehicle or lost time injury to military personnel) occurring outside the confines of this command will be reported in a similar manner.

g. Any incident involving damage to government property will be reported to the Safety Officer by the supervisor within two working days via the cognizant department head.

h. The following categories of mishaps require special reports, and therefore require the immediate notification of the Safety Officer:

(1) All injuries requiring medical treatment resulting from electrical shock.

(2) All injuries requiring medical treatment resulting from chemical or toxic exposure or oxygen deficiency.

(3) All injuries resulting from an explosive mishap or property damage from an explosive mishap.

(4) Radiation exposure incidents.

(5) Fires.

(6) Any student mishap that results in the termination of training.

i. Any "close call" which interferes with the orderly progress of routine activities will be reported to the Safety Officer by the department head.

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110. Facility Inspections and Deficiency Abatement.

a. The work site inspection is a principle element of a total safety and occupational health program. The thrust of the inspection process is to identify and eliminate factors contributing to unsafe acts and conditions. Although mishap prevention is a direct responsibility of the workplace supervisor, inspections by trained safety personnel are a vital element of the total program.

(1) All facilities shall be inspected at least annually by competent safety and health personnel. High hazard areas will be inspected more frequently based upon risk assessment.

(2) Inspections will be conducted in a manner which produces a minimum disruption of operations. However, inspections may be unannounced.

(3) Workplace supervisors will accompany inspectors.

(4) Inspectors should discuss with personnel those matters affecting their health and safety and offer them the opportunity to disclose unsafe or unhealthy conditions while remaining anonymous, if they so desire.

(5) Imminent danger situations discovered during an inspection shall be brought immediately to the attention of supervisory personnel. Affected work shall be stopped and personnel not required for abating the hazard shall be removed from the affected area.

(6) Written reports will be provided to supervisors of inspected workplaces within 15 days. The NAVOSH Deficiency Notice (OPNAV Form 5100/12) will be used for this purpose.

(7) Violations of NAVOSH standards and other deficiencies shall be corrected immediately.

(8) Follow-up inspections shall be conducted to verify that corrections have been made or to focus on specific problem areas.

(9) Federal and State Occupational Safety and Health personnel are authorized and may desire to inspect an operation or facility. In all cases, these personnel shall be referred to the Safety Officer in order to coordinate efforts and to ensure compliance with regulations.

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b. Deficiency Abatement. Significant dollar and manhour losses have resulted from injuries, illnesses, and property damage attributed to workplace hazards. Therefore, it is essential that a program be developed to eliminate or control all identified hazards in a systematic manner. Hazards may be identified during annual inspections, employee reports, supervisory reports, on daily walk-thru observations, or from other sources. Regardless of the hazard identification method, the deficiency shall be processed as follows:

(1) Be assigned a Risk Assessment Code (RAC) as defined in reference (b). RACs represent the degree of risk associated with the deficiency and combine the elements of hazard severity and mishap probability. The Safety Officer will be contacted to assign the RAC.

(2) Be described in Section A of OPNAV Form 5100/12. Copies of the form for hazards assigned RACs of 1, 2, or 3 shall be posted in the area of the deficiency until the hazard has been abated.

(3) The official in charge of the operation shall take prompt action to correct the deficiency and within 30 days of the date of the notice, he/she will complete Section B of the OPNAV 5100/12 and forward it to the Safety Officer. Interim protective measures shall be initiated at work areas awaiting permanent abatement. The report shall indicate the status of the deficiency as either having been corrected or having had an abatement project initiated.

(4) Deficiencies assigned RAC's 1, 2, and 3 that require more than 30 days to correct shall be recorded in an abatement plan for the command. The abatement plan shall include:

(a) Dates of hazard identification.

(b) Location of the hazard(s).

(c) Description of the hazard(s) including reference to applicable standards.

(d) Estimated RAC (with hazard severity, probability of single occurrence, and annual personnel exposure cited separately) or calculated RAC as determined by reference (b).

(e) Interim control measures in effect.

(f) Description of the abatement action, including estimated cost and completion date.

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(g) Abatement priority.

(h) Close out statement indicating completed abatement action and actual cost, with date of completed action.

(5) Deficiencies that cannot be corrected immediately shall have interim controls established as soon as the deficiency is noted. Such controls shall be documented on the OPNAV 5100/12. Interim controls in effect for more than 60 days shall be approved by the Safety Officer.

c. Hazard Abatement Projects. Hazard abatement projects shall be developed, and funding requests submitted, in accordance with reference (b).

111. Safety Awards. The Safety Awards program shall be the responsibility of the Safety Officer. SECNAVINST 5100.15 promulgates information pertaining to safety awards granted in official recognition of commendable safety records.

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CHAPTER TWO: PERSONNEL SAFETY AND PROTECTIVE EQUIPMENT

201. Hearing Conservation and Noise Abatement. Historically, hearing loss has been associated with certain trades. Modern technology and machinery have extended this risk to many additional trades. Exposure to high intensity noise levels, either continuously or intermittently, can cause degradation and, in extreme cases, loss of hearing ability and reduced productivity and efficiency. Hazardous noise levels command considerable attention.

a. The goal of the Hearing Conservation Program is to prevent occupational hearing loss among Navy military and civilian personnel. The program includes:

- (1) Surveys of work environments to identify hazards.
- (2) Modification, if feasible, of hazardous work places to provide acceptable noise levels and utilization of administrative control and/or protective devices.
- (3) Periodic hearing tests to monitor program effectiveness.
- (4) Educating personnel concerning noise hazards, the hearing conservation program, and the individual's responsibilities in the use of protective equipment.

202. Hearing Conservation Program Requirements.

a. All personnel shall wear hearing protective devices when entering or working in noise hazardous areas or when using noise hazardous equipment. The designation of such areas and equipment and the correct protective device(s) to be worn is the responsibility of the Safety Officer. Where protective devices do not provide sufficient protection, administrative control of employee's exposure time will be necessary. Strict enforcement of protective device usage and exposure limits is the responsibility of the supervisor.

b. The primary means of protecting Navy personnel from hazardous noise shall be through application of engineering controls. Administrative controls to limit exposure are effective but often result in loss of productivity. Personal protective equipment shall be the permanent solution only when engineering controls or administrative controls are considered unenforceable or cost prohibitive. Noise abatement procedures shall include:

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- (1) Sound principles in installation site planning.
- (2) Procurement specifications for machinery and equipment which produce the lowest noise level possible.
- (3) Architectural design which includes acoustical considerations.
- (4) Engineering design modifications to reduce noise levels.
- (5) Damping of noise through the use of lamination, mufflers, mountings, and insulation.
- (6) Enclosing or isolating the noise producer.
- (7) Substituting less noisy operations.
- (8) Administrative controls to limit exposure.
- (9) Use of personal protective devices only when all other solutions are unenforceable or cost prohibitive.

c. Willful or repeated violations of the requirements of the hearing conservation program by employees or supervisors may lead to disciplinary or other administrative action.

203. Sight Conservation. Navy policy requires that Navy military and civilian personnel employed in eye-hazardous areas or operations be provided adequate eye protection at government expense. Employees shall wear appropriate eye protective equipment when performing operations such as pouring or handling corrosive liquids and solids, cutting, welding, drilling, grinding, milling, chipping, and sand blasting or other particle or dust producing operations.

a. All Navy activities which perform eye-hazardous operations are required to implement a Sight Conservation Program. The program shall include the following:

- (1) Determination and evaluation of eye hazardous areas, processes, and occupations.
- (2) Operation of an employee vision screening program.
- (3) An effective protective eye wear equipment maintenance program.
- (4) Procedures for the use and application of temporary eye wear.

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(5) A comprehensive training and education program.

(6) Effective enforcement procedures.

204. Sight Conservation Program Requirements.

a. A complete survey of all work areas and processes shall be conducted to determine which are eye-hazardous, which personnel require eye protection, and the type of protection required. Additional requirements are:

(1) Appropriate posting of all eye-hazardous areas with warning signs.

(2) Provision of eyewash facilities which meet standards where exposure to corrosive materials exists.

(3) Restriction of assignment of visually impaired employees (vision in either eye of 20/200 or worse) from duties involving eye hazards. Additionally, such employees shall wear eye protective equipment at all times in any occupation or workplace.

(4) Works Foreman is responsible for ensuring that required eye examinations are accomplished for personnel working in eye hazard type operations and the results forwarded to the Command Safety Officer. "The Public

(6) Provision of temporary protective eye wear such as goggles or face shields while awaiting corrective equipment delivery.

(7) Requirement that all persons who may be in eye hazard areas wear protective eye wear. This requirement includes employees, visitors, and those who transit the area.

(8) Education of employees to acquaint personnel with the need for and the use of protective eye wear. This training should be conducted by the supervisor and tailored to each workplace.

(9) The listing and retention by the Safety Officer of all eye hazardous areas and records of all eye injury incidents.

205. Foot and Head Protection. Navy policy and the policy of this command require that employees assigned to foot and head hazardous areas be provided appropriate protective foot and/or head wear. Some of the operations which require these protective devices are construction, materials handling, grounds maintenance, industrial shop tasks, and electrical maintenance.

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206. Foot and Head Protection Program Requirements. The foot and head protection program shall include:

(1) Identification of hazardous areas and operations during inspections or employee reports.

(2) Posting as "Hard Hat" and "Foot Hazardous" those areas so identified.

(3) Providing protective head wear and/or footwear to employees assigned to such areas and operations.

(4) The recording of protective foot and head wear issued.

(5) Military officers will be provided standard stock head and footwear items, when required. Enlisted personnel are required to maintain safety shoes as part of the sea bag. In areas of accelerated footwear deterioration, enlisted personnel may be issued additional footwear. Authorized head wear will be issued to enlisted personnel as required. Civilian personnel will be issued standard stock head wear and may be issued standard stock footwear or reimbursed for the purchase of footwear in accordance with local supply regulations. Correct footwear and head wear use, maintenance, and security are the responsibility of the employee. Lost or stolen items will be replaced at the user's expense. Supervisors are responsible for the strict enforcement of the wearing of protective foot and head wear in hazardous areas under their purview.

(6) Visitors to foot hazardous and hard hat areas are required to provide their own protective wear. Employees shall challenge improperly attired personnel and inform them of requirements for protective equipment.

207. Respiratory Protection. The primary means of control of respiratory hazards shall be engineering control measures. When engineering control measures are not feasible or while they are being installed, exposure of workers to dusts, fumes, mists, gasses, smoke, and vapors must be controlled by the use of respiratory protective devices.

208. Respiratory Protection Program Requirements. The respiratory protection program shall include:

a. All respiratory protective equipment shall be selected from those approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA).

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b. Control points will be established for the issue and maintenance of equipment.

c. Equipment will be selected with consideration of:

- (1) Nature and extent of the hazard.
- (2) Work requirements and conditions.
- (3) Equipment limitations.

d. Equipment will be selected and issued only by trained personnel.

e. Employees assigned tasks requiring respiratory protective equipment shall be informed by the supervisor of the specific protective equipment required or the required equipment shall be specified in operating procedures.

f. Employees shall be trained in the proper use, care, and limitations of the equipment.

g. Employees shall be medically examined and determined physically capable of wearing the equipment.

h. Equipment shall be assigned to individual workers for their exclusive use when practical.

i. Equipment is cleaned and disinfected as frequently as necessary; preferably daily, to ensure proper protection is provided the user. All equipment shall be returned to the point of issue at intervals no longer than 30 days for complete cleaning and disinfection. Equipment designated for emergency use shall be cleaned and disinfected after each use.

j. Equipment not in use shall be stored in a convenient, clean, and sanitary location.

k. Regular inspections and evaluations are accomplished to determine program effectiveness.

l. Damaged or deteriorated equipment shall not be worn. Nor will equipment be worn when a proper fit cannot be attained for any reason such as beards or sideburns.

m. Only compatible repair parts will be used for replacement.



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CHAPTER THREE: ASBESTOS

301. Asbestos Hazards and Control. Asbestos is recognized as a major health hazard. Asbestos is a term applied to mineral silicates which are separable into fibers. These silicates have characteristics such as incombustibility, high strength, and good thermal and electrical insulation which have caused them to be utilized in many applications. One of the applications of major proportion is the use of asbestos as an insulation material for buildings, machinery, and steam or water pipes. The inhalation of asbestos fibers has been demonstrated to cause a progressively restrictive fibrosis of the lungs and asbestos has been found to be a causal factor in the development of carcinoma of the lung and of malignancy of membranes lining the chest and abdominal cavities. Asbestos is also suspected of causing cancer of the gastrointestinal tract. When combined with cigarette smoking, the risk is increased dramatically. Due to the length of latency periods, lack of exposure data, effect of other carcinogens, and the variability of human responses, determining safe levels is difficult. In recognizing the serious health hazards posed by asbestos exposure, the Navy has adopted stringent occupational health and environmental standards for the control of asbestos. The requirements and controls discussed in this chapter shall be strictly enforced and adhered to by all personnel at this command.

302. Asbestos Hazard Control Program Requirements. The Asbestos Hazard Control Program at this command is tailored from the requirements of reference (b), is the responsibility of the Safety Officer, will be strictly enforced by supervisors, and shall include:

- a. The compliance with Permissible Exposure Limits (PELs).
- b. Notification, in writing, within five days, to any individual when it is discovered that the individual has been exposed to asbestos concentrations in excess of PELs.
- c. Control of asbestos in the workplace by:
 - (1) Substituting asbestos-free materials during design and engineering processes.
 - (2) Identifying and correcting procedures to control existing asbestos.
 - (3) Minimizing accumulation of waste or scrap asbestos materials.

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(4) Proper marking and transportation of waste, scrap, and other asbestos materials.

(5) Observance of meteorological conditions, such as wind, to control the spread or increase of airborne concentration.

(6) Performing required work involving asbestos when feasible with the least number of workers present.

(7) Utilizing properly designed ventilation and providing ventilation filters.

(8) Provisioning hand-operated and power tools which may produce or release asbestos fibers with local exhaust ventilation or with a vacuum cleaner, equipped with an approved filter.

(9) Employees involved in asbestos related work activities shall not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in the work area.

d. The proper use of personal protective clothing and related facilities by personnel engaged in "rip-out" operations, or situations where concentrations are likely to exceed PELs. Protective clothing shall consist of:

(1) Disposable, full body, one piece coveralls constructed of TYVEK material or a comparable substitute.

(2) Hoods constructed of TYVEK material or a comparable substitute which extend below the collar area.

(3) Medium weight rubber gloves and cotton undergloves.

(4) Either slip resistant plastic shoe covers, polyethylene shoe covers, or light rubber boots.

(5) Face shields, vented goggles, or other appropriate protective equipment whenever the possibility of eye irritation exists.

e. The performance of tasks involving asbestos only by qualified and trained personnel.

f. The establishment of a respirator program.

g. Properly affixing warning signs in areas, on materials, and scrap or other debris.

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h. Training of all employees exposed to asbestos to include:

- (1) The hazards of asbestos.
- (2) Safe handling and disposal procedures.
- (3) Proper use of protective equipment and clothing.
- (4) Association of cigarette smoking and asbestos related diseases.
- (5) Procedures for reporting actual or suspected exposure to asbestos.

i. Establishment of a workplace monitoring plan to characterize exposures for every employee occupationally exposed to asbestos.

j. Entry of personnel into the Asbestos Medical Surveillance Program as required.

k. Contract clauses which require that the contractor acknowledge his/her awareness of the potential hazard to contractor employees and others and that concentrations outside the asbestos boundary be measured and controlled within specific limits.

l. Actions by contractor and Navy employees as required to protect the environment from emission in excess of standards.

m. All personnel of this command are required to:

(1) Report all asbestos or suspected asbestos hazard locations.

(2) Remain clear of any operation or procedure involving asbestos unless specifically trained, assigned, and equipped for the task.

(3) Obey all warning signs concerning asbestos restrictions.

(4) Take no action to repair or correct asbestos hazards unless trained, equipped, and assigned.

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the Supply Officer. Additions to the Authorized Use List must be approved by the HAZMAT Coordinator. Copies of the Master AULs are located in the Supply Office and HAZMAT Coordinator's Office.

c. Material Safety Data Sheets. The Supply Officer is responsible for obtaining MSDSs for all HM utilized in the command and will maintain a reference library of MSDSs. In addition, supervisors are responsible for ensuring that MSDSs are available for their workcenter for each item of HM used in that workcenter. Supervisors will instruct their employees on the MSDSs access and use. A complete set of MSDSs will also be maintained on the quarterdeck for after-hours and emergency use.

d. Labeled HM and HW containers. The Supply Officer will ensure that all HM centrally received at NSCS are properly labeled, and will initiate action with the manufacturer or vendor to obtain proper labels as necessary. The Public Works Officer, with assistance from the Supply Officer, will ensure that all Hazardous Waste shipped by this command is properly labeled. Supervisors will ensure that no HM is utilized in their workcenters that is not properly labeled. All HM placed in a container other than the original container must be properly labelled as HM.

e. The safe use of HM. HM will be handled and used only under the following minimum conditions:

- (1) The HM appears on the Authorized Use List (AUL).
- (2) The HM is used and stored in the minimum quantity required to accomplish the mission.
- (3) Personal protective equipment and requisite safety, emergency, and spill cleanup and containment equipment as specified on the MSDS are readily available. On-site supervisors will ensure employees wear required personal protective equipment.
- (4) Employees are adequately informed and understand HM hazards and necessary protective measures. Specific hazard training will be conducted by supervisors in accordance with reference (f).

f. Acquisition Controls over HM. Before placing an order for HM, the HAZMAT Coordinator will ensure that the item is on the HM AUL. Additionally, Supply will screen all requisitions to ensure compliance. If an item is not on the authorized use list, approval must be received from the HAZMAT Coordinator and the Supply Officer before the order is placed. Substitution of like items already on the use list will be made to the maximum extent possible.

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CHAPTER FOUR: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT

401. Hazardous Material Information, Control, and Disposal. Many different materials are in use throughout the Navy, some of which are hazardous. To minimize mishap potential, severity of mishaps, and to stow, use, control, and dispose of hazardous materials (HM) and hazardous waste (HW), in accordance with required standards, specific guidelines are an essential element of the activity safety program. These guidelines make provision for identification of material hazards, proper marking of HM and HW, required supervisor and employee training, hazard communication, personal protective equipment requirements, stowage and use precautions, and limitations and disposal requirements. The Safety Officer/Hazardous Material (HAZMAT) Coordinator shall be responsible for the establishment, implementation, and oversight of the Hazardous Material Control and Management Program. All personnel are responsible for knowledge of and compliance with program requirements.

402. Definitions.

a. Hazardous Chemical. Any chemical that is a physical hazard or a health hazard per 29 CFR 1910.1200 (c), and with some exceptions as specified in the Community Right to Know Law of 1986 (Superfund Amendments and Re-authorization Act (SARA), Title III.

b. Hazardous Material (HM). Any material, as defined in 19 CFR 1910.1200, that is a hazardous material.

c. Hazardous Waste (HW). Any discarded substance as defined in 40 CFR or applicable state regulations where the state has been granted enforcement authority by the Environmental Protection Agency.

403. The Hazardous Material Control and Management Program provides guidelines and requirements for the control of hazardous materials and wastes. The program elements consist of:

a. Hazardous Material Control and Management (HMC&M) Committee. The committee shall advise the Commanding Officer on HM authorized for local use, procedures to control and manage HM, and the implementation of the Hazard Communication Plan.

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b. HM Inventory and Authorized Use List (AUL). The Supply Officer, with the assistance of the HAZMAT Coordinator, will maintain an inventory of all hazardous materials used in the command by work location and a unique Material Safety Data Sheet (MSDS) number. The AUL will be updated as required as items are either added or deleted. A base-wide HM inventory will be conducted annually and will be entered into the AUL database by the Supply Officer. Additions to the Authorized Use List must be approved by the HAZMAT Coordinator. Copies of the Master AULs are located in the Supply Office and HAZMAT Coordinator's Office.

c. Material Safety Data Sheets (MSDS). The Supply Officer is responsible for obtaining MSDSs for all HM utilized in the command and will maintain a reference library of MSDSs. In addition, supervisors are responsible for ensuring that MSDSs are available for their workcenter for each item of HM used in that workcenter. Supervisors will instruct their employees on the MSDSs access and use. A complete set of MSDSs will also be maintained on the quarterdeck for after-hours and emergency use.

d. Labeled HM and HW containers. The Supply Officer will ensure that all HM centrally received at NSCS are properly labeled, and will initiate action with the manufacturer or vendor to obtain proper labels as necessary. The Public Works Officer, with assistance from the Supply Officer, will ensure that all Hazardous Waste shipped by this command is properly labeled. Supervisors will ensure that no HM is utilized in their workcenters that is not properly labeled. All HM placed in a container other than the original container must be properly labelled as HM.

e. The safe use of HM. HM will be handled and used only under the following minimum conditions:

(1) The HM appears on the Authorized Use List (AUL).

(2) The HM is used and stored in the minimum quantity required to accomplish the mission.

(3) Personal protective equipment and requisite safety, emergency, and spill cleanup and containment equipment as specified on the MSDS are readily available. On-site supervisors will ensure employees wear required personal protective equipment.

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(4) Employees are adequately informed and understand HM hazards and necessary protective measures. Specific hazard training will be conducted by supervisors in accordance with reference (f).

f. Acquisition Controls over HM. Before placing an order for HM, the ordering official will check with the HAZMAT Coordinator to verify that the item is on the HM AUL and that the material is not available at the Hazardous Material Minimization (HAZMIN) Center. Additionally, Supply will screen all requisitions to ensure compliance. If an item is not on the authorized use list, approval must be received from the HAZMAT Coordinator and the Supply Officer before the order is placed. Substitution of like items already on the use list will be made to the maximum extent possible.

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g. Safe and Controlled Receiving and Issuing of HM.

(1) Upon receipt, Supply will inspect material to determine if it on the authorized HM use list, whether labeling of the material is sufficient, and if an MSDS is available. If additional labeling or an MSDS is required, the material will be held by Supply until such time as it is ready for issue. At no time will HM be issued without an MSDS available.

h. Storage of HM. HM will only be stored in minimum required quantities. MSDSs and HMIS provide information on storage requirements and storage compatibility codes for HM.

i. HM Training.

(1) Division Heads and supervisors will identify employees who routinely come in contact with HM. Each employee identified will receive semi-annual HM User's training on hazardous properties of HM, hazardous chemicals they work with, and precautionary measures needed for protection from these hazards. HM User's training will be conducted by on-site supervisors, with assistance from the HAZMAT Coordinator.

(2) Division Heads and Supervisors will receive annual training from the HAZMAT Coordinator.

(3) On-site supervisors will ensure that all employees are familiar with Material Safety Data Sheets (MSDS) used in the workplace. All HM training conducted will be recorded in the employee's training record and the Hazardous Substance Management Systems (HSMS) data base where appropriate.

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(4) Individual employee training records, maintained by the workplace supervisor, will indicate the type and date of HM training.

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j. HM Inspections.

(1) Department Heads, in support of the base-wide zone inspection program, will conduct a brief review of workplace HM/HW procedures and storage.

(2) Division Heads, with assistance from workplace supervisors, will conduct semi-annual HM/HW walk-thrus of their spaces. A memorandum of the Division Head's findings will be forwarded to the HAZMAT Coordinator.

(3) The HAZMAT Coordinator/Safety Officer will ensure Division Heads and supervisors comply with all HM/HW inspection requirements. The Safety Officer will review workplace HM/HW procedures and storage during his monthly safety walk-thrus.

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CHAPTER FIVE: OCCUPATIONAL HEALTH

501. Industrial Hygiene. The objectives of the NAVOSH program are to provide a safe and healthful work environment for all Navy employees. The safety aspects of the program focus on the identification, control, and/or elimination of the hazards which can result in injury or death. The health element of the program is concerned with those areas which pose a hazard to the health of the employee through long-term exposure to chemicals, toxins, radiation, or other hazards. Some hazards, such as noise, fall into both the safety and health elements of the program. High noise levels reduce productivity and serve to distract employees to the extent that a mishap could occur (safety element) while long-term exposure to excessive noise can produce reduced hearing ability or hearing loss (health element). Consequently, some items which are of concern within industrial hygiene are discussed in detail elsewhere in this manual.

502. The Workplace Monitoring Program. The purpose of the Workplace Monitoring Program is to evaluate work places in order to accurately identify and qualify all potential health hazards. This program is the responsibility of the Safety Officer, who must coordinate efforts with the Senior Medical Officer. The Workplace Monitoring Program shall consist of:

- a. Exposure assessment to determine whether or not there is a potential for employees to be exposed to hazards.
- b. Giving employees the opportunity to accompany inspectors.
- c. Maintaining monitoring records.
- d. Evaluating the monitoring data to determine the degree of personnel exposure and what controls if any are needed.

All workplaces shall be monitored at least annually, however, assessments may indicate an evaluation is required more often. The following guidelines shall be used for increased frequency of occupational safety and health evaluations:

RISK CATEGORY	FREQUENCY
-----	-----
Very High	Daily
High	Quarterly
Medium	Semi-annually
Low	Annually
Employee Report of Violation	Upon receipt

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q. The placing of office machines properly on the supporting surface to prevent them from falling during operation.

r. The provision and use of a guard and latch on paper cutters when not in use.

s. The proper stowing of scissors and other hand held cutting devices when not in use.

t. The proper guarding of fan blades.

u. That they refrain from disposing of smoking materials in waste baskets and trash containers.

v. That they refrain from disposing of broken glass in waste baskets (glass should be wrapped and labeled as broken glass).

w. That all exit doors are unlocked and accessible during occupancy.

x. That they refrain from engaging in horseplay.

Obviously, the entire spectrum of safety precautions for the office space cannot be enumerated within the scope of this manual. The above precautions are minimums and must be augmented by other safety requirements. The most important elements of office safety are alertness and common sense.

602. The Motor Vehicle Safety Program. The motor vehicle is commonly utilized by almost all naval personnel. It is used for materials handling, transportation, recreation, and other purposes. Unfortunately, motor vehicle mishaps are a large contributor to total Navy death and injury statistics. A safety program to promote safe operation of all types of motor vehicles is, therefore, a critical element of the command safety program. The Motor Vehicle Safety Program at this command shall promote the safe and prudent operation of both government owned vehicles (GOVs) and privately owned vehicles (POVs). As a minimum no person shall:

a. Operate a motor vehicle on board this command while under the influence of alcohol or drugs. (The term drug includes those prescription drugs which impair senses and reduce reaction time).

b. Operate any motor vehicle without a proper license.

c. Fail to obey all traffic indicators and advisories such as signs, lights, and flagpersons.

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d. Fail to report a mishap involving a GOV either on or off the premises of this command.

e. Fail to report any mishap involving a POV on station and, for military members, any POV mishap off-station where a personal injury occurs.

f. Fail to use seat belts in any motor vehicle, whether on or off duty, or on or off base.

g. Operate a POV which is owned by another without the express consent of the owner.

h. Fail to reduce to a safe speed during adverse conditions.

i. Fail to indicate turn and stop intentions by lights or hand signals.

j. Fail to make required operator checks (lights, oil, water, tires, brakes, etc.) of GOVs prior to operation.

k. Fail to yield the right of way to any emergency vehicle which has emergency indicators in operation.

l. Fail to yield the right of way to pedestrians in crosswalks or give due consideration to the vulnerability of them at all times.

m. Operate any motor vehicle on board this command after driving privileges have been revoked.

n. Operate GOVs for other than official business.

o. Fail to obey any direction or order which deals with motor vehicle operation from any traffic official in discharge of their duties.

603. Electrical Safety. Unfortunately, electricity is not detectable by any of the senses except touch, and once it is felt a mishap has already occurred. An Electrical Safety Program is required to ensure that all personnel observe proper safety precautions when dealing with electrical systems, equipment, or apparatus. Electrical safety precautions vary with specific applications and/or process and are divided into two categories: those precautions which apply to all personnel, and those additional precautions which are applicable to those personnel authorized to perform electrical maintenance. The Electrical Safety Program at this command shall consist of:

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a. Electrical precautions and guidelines for all personnel:

(1) Do not work on or operate electrical apparatus with wet hands or while wearing wet clothing or shoes.

(2) Do not use electrical equipment or tools where there is potential of water contact with the operator or equipment.

(3) Exercise care in handling tools, hardware, and liquids when it is necessary to work around electrical equipment.

(4) Only properly instructed and qualified personnel may operate electrical switches, breakers, and equipment.

(5) Consider all circuits energized until they have been tested and determined to be otherwise.

(6) Never close a switch or breaker until it has been ascertained that it is safe to energize the circuit and all equipment connected to it.

(7) All circuits shall be provided with overload protective devices.

(8) No fuse, breaker, interlock, or other circuit protective device shall be by-passed, modified, or removed from service without specific authorization.

(9) Keep areas around electrical equipment, control boxes, breaker panels, and other electrical apparatus free from stored items.

(10) Check power tools, extension cords, and other portable electrical equipment for exposed wiring, proper grounding, frayed insulation, and other defects prior to use.

(11) All electrical devices not double insulated and exempt from the requirement shall use three prong plugs which automatically provide a positive ground.

(12) Metal cases, bases, frames, and housings of all equipment supplied with a source voltage in excess of 30 volts will be grounded.

(13) Where installation of equipment does not provide an inherent ground, a separate ground connection shall be installed.

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(14) When a ground connection for any equipment is made by means other than through the power plug, the ground shall be connected prior to energizing the equipment and the equipment de-energized prior to the ground removal.

(15) Any equipment having exposed energized parts shall have warning signs installed to indicate the degree of the hazard.

(16) Always connect circuits from the load back to the power source and disconnect circuits from the power source back to the load.

(17) Adapters to provide multiple outlets from a receptacle shall not be used. Approved "power strips" providing on-line circuit-breaker protection are authorized.

(18) Alcohol shall not be used to clean electrical equipment.

(19) Gasoline, benzene, ether, and similar flammable liquids will not be used on or near electrical apparatus.

(20) Extension cords and other portable cables shall be checked frequently while in use. Any conductor that becomes more than comfortably warm when touching the insulation, shall be checked for overloading immediately.

(21) Extension cords and portable cables will be of sufficient length to prevent stress on connections.

b. Additional precautions and guidelines applicable to personnel authorized to perform electrical maintenance:

(1) Keep all circuits and conductors habitually covered.

(2) Use protective safety grounds.

(3) Ground all antennas prior to maintenance.

(4) Comply with tag out requirements prior to starting work. Always unplug portable equipment prior to maintenance.

(5) Protect all cables and conductors from mechanical damage.

(6) Use conductors of sufficient length and cross section for the task. Refrain from splicing whenever possible.

(7) Allow no loose metal objects above open electrical equipment.

DEC 28 1988

(8) Discharge capacitors before working on de-energized equipment.

(9) Clean equipment only with non-metallic implements.

(10) Replace fuse and other protective devices only with those of the same rating or capacity.

(11) Make only authorized modifications or alterations and ensure such work is documented.

(12) Never work alone. Ensure your observer has knowledge of artificial resuscitation.

(13) Use insulated tools.

(14) Stand on approved insulating material.

(15) Use insulating rubber gloves, where possible.

(16) Keep unnecessary personnel clear of the maintenance area.

(17) Remove from service wiring, conductors, and cables which are dried, frayed, or damaged.

(18) Remove jewelry and do not wear clothing with exposed metal zippers or other metal components during maintenance.

(19) Do not use metal ladders for electrical work.

(20) Wear non-conducting head wear when required.

(21) Before moving a victim of electrical shock, de-energize the circuit or free the victim from the conductor by using a non-conductive object such as a broomstick, pole, or belt. Render first aid to the victim and summon medical assistance immediately.

604. Water Safety. Many recreational activities in this geographic area are based upon the use of water. Activities of this type present certain hazards which can produce injury and death to personnel. While these activities are not occupationally related, except in unusual circumstances such as lifeguards, water safety is mentioned here in the interest of providing a single reference for safety matters. Regulations concerning the use of the base swimming pool are posted at the pool site and must be followed. Common sense is indicated for off-base water recreational activity.

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605. Fire Safety. Fire and its potential for injury to or death of personnel, destruction to property and equipment, and the possibility of the creation of explosions in areas which contain certain hazardous materials is of major concern to this command. NSCS fire regulations are delineated in NSCSINST 11320.2J. All command personnel shall be knowledgeable of fire regulations and comply with them.

606. Grounds Maintenance Operations Safety. The use of powered machinery for grounds maintenance produces hazards to the operator of the machinery, as well as to unrelated personnel who are required to transit the area where grounds maintenance is in progress. One of the greatest dangers is from objects discharged at high velocity from lawn mowers, trimmers, and like machinery in operation. Additionally, this type of machinery may contain blades, drive belts, drive shafts, pulleys, gears, and other rotating or moving parts which can injure, maim, sever limbs, and in extreme cases, result in personnel fatalities. Property and equipment damage can result from imprudent use of grounds maintenance machinery or the failure to observe safety precautions. Personal injuries can also occur if operators and unrelated personnel who must be in the maintenance area during operations do not use the personal protective equipment required.

Safety requirements for grounds maintenance operations at this command are:

- a. No person shall operate any grounds maintenance equipment without proper training and authorization to do so.
- b. All rotating shafts, pulleys, drive belts, and gears of machinery shall have suitable protective guards.
- c. Protective guards for machinery shall be used at all times while the equipment is in operation.
- d. Machines such as lawn mowers, which have a discharge opening, shall have the opening protected by a guard, a discharge chute which directs the discharge downward, or be provided with a debris collection bag.
- e. Operators shall use personal protective equipment required for the particular operation or machine.
- f. Small machines, such as lawn mowers, shall not be refueled while the engine is running or remains hot.

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g. Fuel containers shall have lids in place except when being filled and shall be kept in a safe location during operations.

h. Machinery shall not be left unattended while the engine is running.

i. Operators shall give due regard for safety when performing work on uneven terrain.

j. Machinery shall not be utilized to transport material or personnel unless designed to do so.

k. When an unseen obstacle is struck by machinery during operation, the machine shall be secured and inspected for damage prior to proceeding with the operation.

l. Machinery shall be cleaned, serviced, and allowed to cool prior to storage.

m. Non-working-party shall give a wide berth to areas where grounds maintenance is in progress.

n. When personnel are required to visit grounds maintenance areas to conduct official business, they shall use the protective equipment required.

o. Areas involving tree pruning or felling shall be marked with appropriate warning devices or personnel available to warn other personnel from the area.

p. Personnel shall not transit tree pruning or felling areas.

q. No person shall be allowed to rent or check-out grounds maintenance or other machinery from Public Works until that person is fully acquainted with operating procedures, the safety precautions applicable, and the personal protective equipment required or recommended during use of the specific equipment.

607. Confined Spaces. Confined spaces are defined as those spaces, tanks, drains, and other areas which severely restrict or totally curtail the normal flow of natural ventilation. Such areas present a hazard to personnel in the buildup of explosive vapors, diminished supply of oxygen, and/or the buildup of toxic fumes. Such areas shall only be entered by authorized Public Works Department maintenance personnel and only after having been tested for hazardous elements by a Gas Free Engineer. After

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completing appropriate testing of such area, the examiner will determine what personal protective equipment and safety precautions are required, and issue appropriate posters for the area tested and authorize entry.

608. Private Contractors. Much of the work accomplished on base is done by civilian personnel employed by private contractors. All prime contractors must abide by the safety and health guidelines as set forth in the U.S. Army Corps of Engineers' Safety and Health Requirements Manual.

609. Summary. Safety is an all hands evolution, from the Commanding Officer to the line employees. It is the intent of this command to provide all employees with the training necessary to identify hazards, the knowledge of reporting means, and the awareness of responsibilities for safety. The full cooperation and dedication of all employees to the safety program is required. Nothing more will be expected. Nothing less can be accepted.

NSCSINST 5100.3C
DEC 28 1963

APPENDIX A

NSCS SAFETY COUNCIL MEMBERS

CODE

Commanding Officer - Chairman	00
Executive Officer	01
Command Master Chief	00E
Civilian Personnel Director	HR
Curriculum/Instructional Standards Officer	CIS
Comptroller	02
Automated Information Systems Director	20
BMR Officer	07
Academic Director	30
Public Works Officer	010
Planning and Support Officer	03
OIC, Navy Resale Activities	30
Safety Officer	SAFOFF
Dental Officer	Den
Medical Officer	Med
OIC, Personnel Support Activity Detachment	PSD

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APPENDIX C

NAVY SUPPLY CORPS SCHOOL SAFETY GOALS AND OBJECTIVES

GOALS

To increase safety awareness and ensure a safe working and living environment for all Navy Supply Corps School personnel and their families.

OBJECTIVES

- Reduce personnel injuries, on and off duty.
- Continue to emphasize recreational safety through the base-wide training.
- Maintain special emphasis on traffic safety and alcohol awareness.
- Within 10 days of reporting, all NSCS staff and students will receive a safety orientation from the Safety Officer.
- Implement and support Total Quality Leadership (TQL) at all levels of the Safety Chain of Command.
- Implement safety training for all supervisory personnel.